



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF OF PLANNING AND DEVELOPMENT	42	A	6.714

DEFINITION OF THE CLASS:

Under administrative direction, assists the State Parks Administrator in the overall planning, development, and management of the Division of State Parks involving the establishment of project goals and objectives, administering project budgets, directing the Division's master plan program for park development, directing construction projects for park improvements, providing supervision and technical direction to support staff, directing the administration of The Federal Land and Water Conservation Fund grants program and the park property acquisition program.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises various professional and technical staff ensuring compliance with program policies and procedures. Plans, organizes and assigns work and provides direction on technical, administrative and policy related assignments. Reviews and evaluates technical work for accuracy and conformance with established policies and procedures, identifies training needs, appraising individual performance and providing guidance.

Administers the Division's planning and development budget including park improvement funds and bond projects by projecting program needs, estimating fiscal impact and providing justification to the administrator and the legislature. Ensures compliance with federal requirements, state objectives, legislative and department goals.

Directs the planning and development of the State's park system which includes a comprehensive park planning program involving a statewide system plan, individual park master development plans, site feasibility studies, the Statewide Comprehensive Outdoor Recreation Plan (S.C.O.R.P.), and related support studies; directing the review and response of environmental documents and their impact to the State's park system; and reviews and coordinates the planning and development of adjacent lands which may impact the State's park system.

Manages all phases of the park construction program involving the review and approval of project requests; the project development phase; the hiring of project consultants; pre-design and project review; the administration and management of construction projects including the review and approval of contracts, monitoring project progress, providing recommendations or advice, resolves problems and provides final project approval.

Directs the administration of Federal Land and Water Conservation Fund grants by notifying political subdivisions of available grant funds and providing technical assistance in preparing and filing for grant applications. Compliance is assured by referencing all rules, regulations and guidelines listed in the grant application and reviewing the completed application against state and federal requirements. Directs pre-award project inspections and evaluations and recommends project applications to the State Park Advisory Commission. Reviews and/or approves plans and specifications submitted and performs periodic inspections for completed projects as required.

EXAMPLES OF WORK: (cont.)

Manages the State's park property acquisition program in conjunction with the park improvements and park bond programs. Determines acquisition needs, evaluates and recommends acquisition, checks for compliance with master plan recommendations, coordinates appraisal and sale and initiates and/or reviews contract documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of legislative requirements in the development of capital improvement programs. Knowledge of the State's park policy manual, building codes and regulatory agency requirements., etc., regarding park development. Knowledge of water rights laws in the State of Nevada for State Park development and maintenance. Knowledge of the Statewide Comprehensive Outdoor Recreation Plan. Knowledge of federal grant requirements for project eligibility and compliance.

Ability to analyze and interpret property appraisals and acquisition procedures for the purpose of expanding the State's park system.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of park facility construction policies and procedures. Knowledge of the principles and practices of site planning for a public park system. Knowledge of personnel management theories, principles and practices in the hiring, training, evaluation and discipline of subordinate staff. Knowledge of contract administration including cost estimating, laws, ethics, specifications, engineering, architectural and landscape architectural practices. Knowledge of the preparation of construction drawings and detailed specifications. Knowledge of multiple land use, zoning and land classification. Knowledge of recreation and land use planning. Knowledge of financial analysis and budget administration.

Ability to analyze complex environmental documents and to accurately assess probable consequences of proposed actions regarding division administered lands. Ability to manage park improvement projects. Ability to direct and manage a variety of activities involving the design, negotiation and implementation of landscape architectural, architectural and engineering work. Ability to supervise employees and assess staff development needs. Ability to arbitrate and render judgments between the State, agency and the contractor. Ability to prepare feasibility studies and site priority selection studies. Ability to prepare federal project proposals. Ability to interpret statistical data and develop recommendations for long-range planning for the State's park development plan.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with major course work in landscape architecture, architecture (optional), civil engineering or closely related field and seven years of professional experience, one year of which involved the planning, development and/or management of an overall park system program, including the establishment of project goals and objectives,

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

administering project budgets, directing the development and administration of master plan for park development and/or construction projects; OR

II

One year of experience at the Supervisory Park Landscape Architect, Architect or Supervising Park Engineer level; OR

III

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

LICENSE: Applicants must be licensed by the State Board of Landscape Architecture or Engineering to practice landscape architecture or engineering in the State of Nevada.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>6.714</u>
	7/1/67
REVISED:	7/1/87-12P
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REVISED:	6/9/89-3
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